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## **PREFACE**

In 1956, immediately after the population of Richardson reached 5,000, the City Council appointed a Charter Commission to promulgate a Home Rule Charter. This Charter was approved by the people of Richardson on June 23, 1956. Article XVII of the Charter contemplated a Civil Service Program in the future as the City; the municipal functions and the personnel of the City grew. Thirteen years later as the population of Richardson reached 50,000, the City Council determined that Civil Service had become practical and appropriate, and on March 10, 1969, the City Council appointed a Civil Service Board to promulgate rules and procedures to effect the Civil Service Program.

The purpose of these rules is to set forth the principles and procedures that are to be followed by the City Administration in its personnel program, and they are an augmentation and clarification of Article 9 and Article 10 of the new charter (1989) of the City Charter to establish a merit system of personnel administration. It is intended that these rules not only provide a working guide for City officials, but that they shall acquaint the City employees with the chief personnel objectives and practices of the City.

These rules are not intended to be inflexible; therefore, it is expected that amendments and revisions will be made in the manner provided by the rules whenever they are necessary to insure effective administration of the Civil Service Program. These rules and amendments when approved by the City Council shall be applicable to all departments of the City, except said Department Heads and officers excluded in the City Charter, and these rules shall have the force and effect of the law in all departments of City Administration.

The Civil Service Board of the City of Richardson, Texas, hereby certifies that in accordance with Articles 9 and 10, of the Home Rule Charter of the City of Richardson, Texas, the following personnel rules were originally approved by the City Council of Richardson, Texas, on August 26, 1969, with subsequent amendments approved by both the Civil Service Board and the City Council.

# **RULE I**

## **GENERAL PROVISIONS**

### **SECTION 1. USING OFFICIAL AUTHORITY IN POLITICAL MATTERS**

No employee of the City of Richardson shall use their official authority or influence to coerce, endorse, solicit, or persuade the political action of any person or body. No person shall dismiss, or cause to be dismissed, or threaten to dismiss, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service, because of their political opinions or affiliations. An employee of the City shall neither engage in any political activity while such employee is wearing an official uniform of the City nor shall such employee engage in the management affairs of a political campaign of any person while on active duty other than to exercise their right as a citizen to express their opinion and cast their vote.

### **SECTION 2. RESIGNATION TO SEEK PUBLIC OFFICE**

No employee of the City shall continue in such position after becoming a candidate for nomination or election for any public office in the City of Richardson.

### **SECTION 3. NO DISCRIMINATION**

No discrimination shall be exercised, threatened, or promised against or in favor of any applicant, competitor, candidate, eligible or employee because of race, color, sex, religion, national origin, age, disability or political opinions. The use of any gender-specific pronoun in the Civil Service Rules and Regulations is merely for grammatical convenience and does not imply preference in any way.

### **SECTION 4. NO POLITICAL INFLUENCE**

No political influence on the behalf of any applicant or competitor involving a disclosure of their political opinions or affiliations from any source shall be accepted by the Board or the Director of Human Resources.

### **SECTION 5. WAIVING OF RIGHTS**

No applicant for employment by the City shall sign or be permitted to sign any document, or instrument, nor give their consent verbally, orally or otherwise, whereby they shall waive, relinquish or release any right or rights accruing to them under the City Charter or these rules. No public officer shall require an employee to waive any rights accruing to such employee under the law and rules. This rule shall not be applicable to employees who have, previous to the adoption of these rules, signed instruments or documents whereby they have relinquished sick leave benefits or other benefits accruing to them under these rules in order to remain in the employ of the City.

## **RULE II**

### **COOPERATION OF MUNICIPAL EMPLOYEES**

#### **SECTION 6. COOPERATION OF MUNICIPAL EMPLOYEES**

All municipal employees shall provide the Board with all reasonable facilities in conducting any of its business and the inquiries specified in these Rules and the Civil Service Charter provision. The Board shall be permitted to inspect all books, papers, and documents belonging, or in any way appertaining to their respective offices, and they shall also produce said books and papers and shall attend and testify when required to do so by the Board.

The workplace is owned by the City of Richardson. All facilities, vehicles, fixtures, and devices owned, leased or rented, or provided by the City may be inspected or reviewed at any time by the City Manager or his designee. City employees shall have no expectation of privacy when using City owned property or systems (including but not limited to computers, e-mail and voice mail systems and other communication devices, desks, cabinets and/or lockers).

#### **SECTION 7. ALL EMPLOYEES ABIDE BY PROVISIONS OF RULES**

It shall be the duty of all employees of the City to conform to and comply with and to aid in all proper ways in carrying into effect the provisions of these Rules and any modification thereof. No employee or employees having the power of appointment shall select or appoint any person for employment, promotion, or reinstatement except in accordance with these Rules and Charter provision.

No person may be employed in, transferred to, or promoted to a position where that person is in the same line of supervision of/as another employee who is related to the person within two degrees of affinity (marriage) or three degrees of consanguinity (blood) or where the two employees cohabitate. An employee related to or cohabiting with another employee may be employed in, promoted or transferred to a department where the other employee within the prohibited degrees of relationship is employed so long as the two employees are not in the same line of supervision or where their respective positions do not create a conflict of interest. As used herein, "cohabitate" and "cohabiting" shall mean residing together in the same household involving a mutual assumption of rights, duties, and obligations common in a marital relationship. As used herein, "line of supervision" refers to an organizational unit within a department where one employee has discretion over another employee's employment, salary, wages, discipline, promotion, administration, or work duties.

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## **RULE III**

### **CIVIL SERVICE BOARD ORGANIZATION AND MEETINGS**

#### **SECTION 8. PURPOSE**

The primary purpose of the Civil Service Board is to oversee the Civil Service System of the City of Richardson.

## **SECTION 9. POWERS**

The Civil Service Board, subject to the approval of the City Council, shall adopt, amend, and enforce a Code of Rules and Regulations providing for appointment and employment in all positions in the Classified Service which shall have the force and effect of law; also rules regulating reduction of forces of employees and in what order they shall be dismissed and reinstated; shall make investigation concerning the enforcement and effect of the Civil Service sections of the Charter and of the rules adopted under the powers herein granted.

## **SECTION 10. MEMBERSHIP AND TERMS**

The City Council shall appoint a Civil Service Board, composed of five (5) citizens who reside in the City of Richardson, for two (2) year terms and until their successors have been appointed and qualified. Three members shall be appointed in August of odd-numbered years, and two members shall be appointed in August of even-numbered years. At least one member shall live in each of Districts 1-4 of the City.

## **SECTION 11. PROCEDURES**

The City Council shall appoint a Chairperson and a Vice-Chairperson. The Board may appoint such other officers and subordinates as it may deem necessary from time to time. In the absence of one or more of the permanent officers, temporary officers may be appointed by the Board for the conduct of business. The Board shall meet monthly. The Civil Service Board shall make an annual report to the City Council at the end of each fiscal year, giving a complete itemized statement of all expenditures paid or incurred by it, and containing such recommendations for improving the efficiency of the Civil Service System as it may deem advisable. The judgment or decision of a majority of the Civil Service Board or Civil Service Appeals Board present at any disciplinary appeal/show cause hearing shall be final and non-appealable.

## **SECTION 12. OFFICIAL SIGNATURES**

The minutes, orders and other official acts of the Board shall be signed by the Chairperson, or in their absence or incapacity, by the Vice-Chairperson, together with the Secretary.

## **SECTION 13. MINUTES**

The Board shall maintain minutes of all its meetings and of all hearings of employee appeals.

## **SECTION 14. REGULAR MEETINGS**

The Board shall meet regularly each month at such time and place to be designated by the Board. Notice of monthly meetings with agenda will be posted in all City departments at least 72 hours prior to the meeting.

## **SECTION 15. SPECIAL MEETINGS**

Special meetings of the Board may be called by the Secretary at the request of the Chairman, or at the written request of any two members of the Board, or by request of the City Manager.

## **SECTION 16. OPEN MEETINGS**

All meetings will be conducted in accordance with provisions of the Charter of the City of Richardson and the Texas Open Meetings Act.

## **SECTION 17. ORDER OF BUSINESS**

The regular order of business shall be the approval of the minutes of the prior meeting and agenda items of new and/or unfinished business.

# **RULE IV**

## **JOB DESCRIPTIONS AND COMPENSATION PLAN**

### **SECTION 18. JOB DESCRIPTIONS AND COMPENSATION PLAN**

The Director of Human Resources and/or her/his designee will approve new and/or revised job descriptions in coordination with appropriate Department Heads and/or their designees, and/or the City Manager's Office.

All provisions of the City's compensation plan are governed by the financial condition of the City of Richardson, subject to annual review and authorization by the City Manager and City Council. The compensation plan may be revised when necessary.

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# **RULE V**

## **APPLICANTS FOR EMPLOYMENT**

### **SECTION 19. FILING APPLICATIONS**

- (a) Any person may be considered for employment to a vacancy in the classified service who has filed an application with the City in the manner specified in these Rules and whose application has not been rejected for cause in accordance with the provisions of these Rules.
- (b) The applicant shall be required to certify to the correctness of the facts of their application by their signature.
- (c) Members of the classified service will be eligible for consideration for all other openings in the classified service before consideration is extended to applicants outside the classified service.

- (d) Temporary and part time employees of the City may be considered for employment to classified positions at such time that applicants from outside the City are considered.

## **SECTION 20. AGE**

Eighteen years shall be the minimum age to take any entrance examination for positions in all departments of the City of Richardson coming within the jurisdiction of the Municipal Civil Service System, except Fire and Police Departments wherein departmental policies regarding minimum age shall prevail even where no examination is required. There shall be no maximum age limit to take any entrance examination for positions in all departments for the City of Richardson coming within the jurisdiction of the Municipal Civil Service System.

## **SECTION 21. CHARACTER AND FITNESS OF APPLICANT**

Applicants must be of good character and possess the physical and mental ability to perform the essential functions of the position, either with or without reasonable accommodations. A Medical History Questionnaire must be completed by each full-time appointee to any position coming under these rules and each appointee must be found to be physically and mentally capable of performing the essential functions of the position to which he or she will be assigned, either with or without reasonable accommodations. No applicant shall be appointed who has not completed and signed the Medical History Questionnaire and been found physically and mentally capable of performing the essential functions of the position, either with or without reasonable accommodations.

## **SECTION 22. INVESTIGATIONS**

Investigations may be made of all applicants for all entrance positions.

## **SECTION 23. CAUSE FOR REJECTION**

The following are declared to be cause for rejection of any applicant:

- (a) If found to lack any of the minimum qualifications set forth in the notice inviting applications and established as minimum qualifications in the classification plan.
  - (b) If physically or mentally unable to perform the essential functions of the job with or without reasonable accommodation.
  - (c) Has made any false statement of any material fact, or practiced, or attempted to practice any deception or fraud in their application, physical examination form, written examination or appointment.
  - (d) Any applicant who tests positive to illegal drugs, or refuses to submit to a pre-employment drug screening will not be hired and will be barred from employment for a period of one year.
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## **RULE VI**

### **ENTRANCE EXAMINATIONS**

#### **SECTION 24. ENTRANCE EXAMINATIONS**

Where deemed applicable by the Board, all persons shall be required to take an entrance examination for the specific position applied for before being employed by the City. Entrance examinations may be given at any time and from time to time to any number of applicants in response to published notices of examinations. Applicants failing the written entrance examination must wait six (6) months before taking another examination for that position. Applicants who fail the oral review examination or the training and/or performance tests, other than the written entrance examination, shall not be eligible for a period of not less than twenty-four (24) months to reapply for that specific position for which the application was made. Applicants failing any entrance examination twice will not be considered for that position.

#### **SECTION 25. CHARACTER OF ENTRANCE EXAMINATIONS**

All entrance examinations shall be of such nature that they will fairly test the general knowledge and fitness of the persons examined to discharge the duties of the particular position to which they seek appointment.

Examinations need not be required for positions which require exceptional qualifications of a scientific, managerial, or professional character, or in those positions deemed critical due to market shortage, where recommended by the City Manager and approved by the Board. Such positions will be classed as non-competitive.

#### **SECTION 26. CONTENT OF ENTRANCE EXAMINATIONS**

Examinations for entrance into the Municipal Civil Service System shall consist of one or more of the following parts as considered appropriate for the various classifications of positions:

- (a) WRITTEN TEST. This part when required shall include an examination designed to ascertain the familiarity of applicants with the knowledge needed in the class of positions to which they seek appointment, and the range of their general information. No applicant will be allowed to take a written examination who has not confirmed their intent to do so within the time limit established prior to the exam date by the Director of Human Resources.
- (b) ORAL INTERVIEW. This part when required shall include a personal interview with applicants for positions where ability to deal with others, to meet the public or other personal qualifications are to be determined.
- (c) PERFORMANCE TESTS. This part when required shall include such test of performance as will determine the ability and skill of applicants to perform the work involved.
- (d) PHYSICAL AND HEALTH TESTS. This part when required shall consist of the furnishing of information by the applicant regarding their health and physical condition. It shall also consist of a physical examination of the applicant by a physician or other qualified person designated by the City whose findings shall be final. Failure of the physical examination shall not be considered a reason to prohibit re-examination of an applicant. An applicant may reapply for examination so long as the physical condition or deficiency causing the failure is corrected and the applicant otherwise complies with the physical requirements.
- (e) TRAINING AND EXPERIENCE. This part shall be required and shall consist of questions on education and experience contained in the application form, and of such supplementary



data as may be furnished for certification and proof of statements made in the application, or it may consist of questions on training and experience asked at the time the written tests are given. The Director of Human Resources may, at his discretion, investigate the truth of the applicant's statements as to training and experience and take appropriate action.

#### **SECTION 27. CONDUCT OF ENTRANCE EXAMINATIONS**

- (a) The actual conduct of every entrance examination shall be under the direction of the Director of Human Resources or his designee, free from the participation or influence of any other person.
- (b) Where the needs of the City so dictate, the Director of Human Resources may hold entrance examinations progressively for a given period of time, and in such cases, shall refer the applicants in their order of grade attained to the head of the department under whom the applicant is to work.
- (c) An applicant who in any examination uses or attempts to use any unfair or deceitful means to pass such examination shall be informed by the Director of Human Resources that the applicant's actions have disqualified him/her from further consideration.

#### **SECTION 28. PASSING SCORE**

Weighing on a basis of one hundred per cent (100%) for perfection, seventy per cent (70%) shall be the score for passing any test, and no person shall be eligible for appointment whose score on the complete examination is less than seventy per cent (70%) unless a substitute system is provided by the Board.

#### **SECTION 29. POSTPONEMENT OR CANCELLATION OF ENTRANCE EXAMINATIONS**

- (a) The Director of Human Resources may, because of the small number of applicants for any position, or because of any other good and sufficient reason, postpone an examination to a later date.
- (b) Any examination may be cancelled by the Director of Human Resources should its holding become unnecessary because of a change in the personnel requirements of the classified service.

#### **SECTION 30. CORRECTION OF ERROR**

On formal written appeal setting out the specific reasons for the appeal, submitted by the competitor within ten (10) days after date of notice of their standing, the Board may correct any manifest error or mistake of marking or rating appearing in such paper or record, such correction in any case to be without prejudice to the status of any person previously appointed as a result of such examination. Such appeal shall be considered as opening all of the competitors' papers for review, whether resulting on a higher or lower average standing. No change in rating shall be made as the result of an appeal unless it would affect the competitors' relative position on the eligibility list. This provision shall not be held to prevent the Board from correcting at any time during the life of any eligibility list an obvious clerical error.

### **SECTION 31. EXAMINATION PAPERS TO BE SHOWN**

The examination papers of an applicant will be exhibited only to the applicant or their duly authorized representative, or to the City Manager to whom their name is certified, or to the Department Head under whom the applicant is to be employed.

### **SECTION 32. BOARD MAY PUBLISH PAMPHLET**

The Board or its designated examiner may publish a pamphlet containing papers to illustrate to candidates the methods of examination, and containing such other information as in the opinion of the Board will be useful to candidates in making application and preparing for the competition.

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## **RULE VII**

### **ABUSES AND FRAUDS**

### **SECTION 33. ABUSES AND FRAUDS**

No person shall deceive or obstruct any person in respect to their right or examination under the provisions of these Rules, or falsely mark, grade, estimate or report upon the examination or standing of any person examined hereunder, or aid in so doing, or furnish to any person, except in answer to inquiries of the Board, any special information for the purpose of either improving or injuring the rating of any such person for employment. No applicant shall deceive the Board for the purpose of improving their chances for appointment.

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## **RULE VIII**

### **NEW EMPLOYEE ELIGIBILITY LISTS**

### **SECTION 34. LIST OF ELIGIBLES**

The Board shall provide for examination in accordance with the regulations of the Board, and maintain lists of eligibles to each class of the Service of those meeting the requirements of said regulations. Positions in the Classified Service shall be filled from such eligible lists upon requisition of the City Manager. As positions are filled, the Board shall certify the fact to the City Manager.

**SECTION 35. PREPARATION OF NEW EMPLOYEE ELIGIBILITY LISTS WHERE APPLICANTS EXCEED NUMBER OF POSITIONS**

After a reasonable length of time the Director of Human Resources shall prepare a list of names of all applicants who have successfully passed the examination, listed in order from the highest score to the minimum passing core with veteran's credit added where applicable. This list shall then become the official eligibility list for the position for which the examination was given. All appointments to said position shall be made from this eligibility list for a period of three (3) months, expiring on the same date of the third (3rd) month from the date of the examination. (This three (3) month period shall be six (6) months for the Fire Department only.) At the expiration of this period, a new examination may be given and a new eligibility list prepared if a vacancy exists in this position. It shall not be necessary, but it shall be permitted, to give an examination to create an eligibility list for a position before a vacancy occurs, when the vacancy is reasonably anticipated.

**SECTION 36. NO ELIGIBILITY LIST REQUIRED WHERE VACANT POSITIONS EQUAL OR EXCEED NUMBER OF APPLICANTS.**

Where the number of vacant positions equal or exceed number of applicants, it shall not be necessary to prepare an official eligibility list, but a record of the applicants, examination and grades shall otherwise be made and maintained. As soon as possible after the examination the applicants shall be notified whether they passed or failed the examination, and those who passed may be immediately further processed for the position. No exam is required if only one competitor signs to take the exam.

**SECTION 37. PLACEMENT ON LIST**

Every person who received a minimum passing grade on any required written examination shall be placed on the eligibility list for the specified position. Placement on the eligibility list shall be according to scores on the written examination, with the highest score being ranked first. After placement on the eligibility list as provided herein, an applicant will be required to undertake any additional testing, if needed, for further consideration for appointment to the position. Entrance examination testing, subsequent to the written examination, will be administered according to the ranking of the applicants on the eligibility list.

**SECTION 38. VETERAN'S PREFERENCE**

An applicant who has served on active duty at least one (1) year in the armed services of the United States and who received an honorable discharge shall receive on their competitive grade an additional (5) percentage points, provided such competitive grade is at least the minimum passing score. A copy of the discharge paper or form DD-214 must be presented for verification purposes on the date specified by the Director of Human Resources.

**SECTION 39. IDENTICAL SCORES**

Whenever two (2) applicants shall attain the same total grade, the applicants filing their application on the earliest date, or at the earliest time if on the same date, shall be listed first.

**SECTION 40. NOTICE OF PLACEMENT ON ELIGIBILITY LIST**

Competitors will be personally responsible for checking the eligibility list posted in the City Hall regarding their grade and relative position on such list.

#### **SECTION 41. REMOVAL FROM LIST**

An applicant's name may be removed from a list of eligibles whenever they become dispossessed of any qualifications required of and possessed by them at the time their name was placed on the list, and it may also be removed for any of the causes stated in Section 23 of Rule V. If a person's name appears on two or more lists and they are appointed to a position in the service, their name shall be removed from the remaining lists on which it appears, or the applicant's name may be removed at their request.

#### **SECTION 42. CHANGE OF ADDRESS**

Each person on an eligibility list shall file with the Director of Human Resources written notice of any change of address, and failure to do so may cause their name to be removed from the list. Notices sent to a person's last known address shall be considered sufficient notification.

#### **SECTION 43. ABOLISHMENT OF ELIGIBILITY LIST**

The Board may abolish an eligibility list when there are three (3) or less names on such list, and may order a new examination and the preparation of a new eligibility list. Any names of persons left on the eligibility list to be abolished shall be transferred to the new eligibility list with the same grade they attained previously. Such persons as are transferred to the new eligibility list may, however, take the new examination announced, and in each case of re-examination, the grade received on the latest examination shall determine such person's ranking on the new eligibility list.

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### **RULE IX**

#### **CERTIFICATION OF APPOINTMENT**

##### **SECTION 44 (A). REQUISITION**

Whenever a vacancy is to be filled in the classified service, the Department Head shall make requisition to the Board upon the form prescribed by it for the certification of eligibles to the City Manager.

##### **SECTION 44 (B). LIST OF ELIGIBLES**

The Board shall provide for examination in accordance with the regulations of the Board, and maintain lists of eligibles to each class of the Service of those meeting the requirements of said regulations. Positions in the Classified Service shall be filled from such eligible lists upon requisition of the City Manager. As positions are filled, the Board shall certify the fact to the City Manager.

#### **SECTION 44 (C). NON-COMPETITIVE CLASS**

The non-competitive class shall consist of all positions requiring peculiar and exceptional qualifications of a scientific, managerial, professional or educational character, as may be determined by rules of the board. Applicants for non-competitive positions may be selected on the basis of professional qualifications.

#### **SECTION 45. CERTIFICATION**

Upon receipt of a request for certification, the Director of Human Resources shall certify to the City Manager from the reinstatement list for the class of position in question, one name for each vacancy to be filled. If there is no reinstatement list or if those on the reinstatement list decline appointment, the Director of Human Resources shall certify the names, addresses and grades of the persons, standing highest on the appropriate eligibility list.

#### **SECTION 46. APPOINTMENT OF PERSON WITH HIGHEST GRADE**

Following any required written entrance examinations and subsequent required additional testing, the appointment shall be of the person with the highest composite ranking. Any name may be passed over for valid reasons, and in such event, the person with the next lower ranking may be appointed. Whenever an applicant is passed over, such reasons shall be reduced to writing, and a copy shall be filed with the Director of Human Resources.

#### **SECTION 47. FAILURE TO RESPOND TO OFFER OF APPOINTMENT**

The failure of an eligible person to report to the Department Head within three (3) business days after notice of certification shall be considered sufficient cause for removal of their name from the list of eligibles. Upon receipt of written notice from a Department Head that a certified person has failed to report or has declined appointment or upon receipt of a written declination of appointment from an eligible person, certification shall be made of the name of the person next in order on the list. The name of the person refusing appointment shall be stricken from the eligibility list.

#### **SECTION 48. EMPLOYEE APPOINTMENTS**

- (a) TEMPORARY APPOINTMENTS. Temporary appointments may be made by the City Manager of persons not on an eligibility list in the event that no eligibility list has been prepared for the position, or that those on the eligibility list are not immediately available, or during the suspension of an employee or pending final action or proceedings to review a suspension, or demotion or dismissal of an employee. No person shall be eligible to serve as a temporary appointee in any one or more positions for more than an aggregate period of three (3) months in any one fiscal year; provided that the limitation above shall not apply if final action or proceedings to review a suspension, demotion or dismissal shall remain pending at the end of the three (3) month period, or if such temporary appointee is serving in the place of an employee who has been granted leave of absence in the excess of three (3) months. No credit shall be allowed in the giving of examinations for service rendered under a temporary appointment.
- (b) PROVISIONAL APPOINTMENTS. In all municipal departments, the City Manager may authorize a provisional appointment to a regular full-time position. No provisional

appointment shall continue for more than sixty (60) days and shall not be renewed. Provisional appointments may be authorized by the City Manager to an extra position established by the City Council, but the appointment shall not continue longer than thirty (30) days and shall not be renewed.

- (c) PART-TIME APPOINTMENTS. Part-time employees are those employees hired by the City on a part-time basis to fill positions where the needs of the City do not warrant a full-time employee. Part-time employees do not come within the Classified Civil Service of the City, and these employees are not entitled to any Civil Service benefits.
- (d) SEASONAL APPOINTMENTS. Seasonal employees are those employees appointed to fill vacancies by the heavy work load placed on the City during the summer months, or other seasons of the year at which time additional facilities are made available to the public, such as operating swimming pools, recreational facilities and park facilities, etc. Seasonal employees do not come within the Classified Civil Service of the City, and these employees are not entitled to any Civil Service benefits.

#### **SECTION 49. EMPLOYMENT OUT OF CLASSIFICATION**

Nothing in these rules shall prevent the City Manager from designating some person from the next lower classification to fill a position in a higher classification temporarily. The temporary performance of the duties of any such position by a person, who has not been promoted in accordance with the provisions of these rules, shall never be construed to promote such person.

#### **SECTION 50. SPECIAL ASSIGNMENTS**

None of the provisions of the civil service law or these rules shall bar the City from making appointments of personnel or contracts for technical and/or specialized personnel to carry out work of a special nature. Such special assignments shall be for work, which is not a regular part of the administration of City affairs.

#### **SECTION 51. TRANSFER.**

The City Manager may authorize the transfer of any employee in any department without further competitive tests from a position in a given class to another position in the same class or to a position in a different class for which they are qualified and for which no higher maximum rate of pay has been established.

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## **RULE X**

### **NEW EMPLOYEE PROBATION**

#### **SECTION 52. NEW EMPLOYEE PROBATION**

Appointment or promotion in the Classified Service shall not be deemed complete until a probationary period has been completed. A probationary period not to exceed six (6) months shall be determined by the Civil Service Board for each employee classification. No appointment shall be deemed finally made until the appointee has satisfactorily served their probationary period, provided that this provision shall not apply to reinstatements made under provisions pertaining to suspensions as set out in these rules. Days charged to absent without leave (A/O), suspensions, sickness, military leave, or emergency leave may not be included in computing the full probationary period.

#### **SECTION 53. DISCHARGE OF EMPLOYEE AFTER PROBATION PERIOD**

Any employee in the Classified Service may be removed, suspended, laid off or reduced in grade by the City Manager, or the head of the department in which employed, after the probationary period has expired. If demanded by such employee, it shall be the duty of the officer discharging such employee to furnish a written statement of the reasons therefore. The discharged, suspended or reduced employee shall have the right to demand a public hearing upon said charges within a reasonable time thereafter before the Civil Service Appeals Board. All probationary employees may be dismissed without cause.

#### **SECTION 54. REPORT ON PROBATIONARY EMPLOYEES**

During the final month of an employee's probationary period, the immediate supervisor shall prepare an efficiency report on a prescribed form, rating the employee's job performance and efficiency during the probationary period. After it has been reviewed with the employee and approved by the Department Head, the report (clearly marked as "Probationary") shall then be forwarded to the Director of Human Resources. In the absence of any report from the Department Head that a probationary employee is unsatisfactory, such employee automatically becomes a regular full-time employee at the end of the probationary period. At the termination of the period, such employee shall have full civil service rights and privileges, which shall date back to their date of employment.

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## **RULE XI**

### **PROMOTIONAL EXAMINATION AND ELIGIBILITY LISTS**

#### **SECTION 55. VACANCIES TO BE FILLED BY PROMOTIONAL EXAMINATION**

The Department Head shall notify the Director of Human Resources of any vacancy in a position in their department to be filled by promotion. The Director of Human Resources will prepare a list of all vacant positions which will be posted on an employee bulletin board in each department immediately following its printing. This announcement will be posted a minimum of five (5) working days before outside applicants may be considered.

No competitor will be allowed to take a promotional examination who has failed to sign the examination register in the Human Resources Office prior to a twenty-four (24) hour period before the examination time, not including Saturdays, Sundays or City Holidays. Candidates for promotions must meet the requirements outlined in the position classification unless waived by the Department Head. All requests for waivers must be in writing and submitted before the job announcement for the position is posted. Structured oral interviews may be used to determine whether position classification requirements have been met and to determine the most qualified candidate. Employees will be allowed time from work to sign the examination register and to take such examinations. All employees will be required to complete a period of six months in their present classification prior to being eligible for transfer or promotion to any other classification, unless a longer period is specified in the position classification or this requirement is waived by the City Manager.

The Director of Human Resources shall conduct a competitive promotional examination of those entitled to enter the examination under the provisions of these rules, and shall see that notice of examination is given in accordance with these rules, except that where the Department Head has determined that only one employee is qualified for the promotion, no competitive examination shall be necessary if approved by the City Manager.

#### **SECTION 56. LIST OF ELIGIBLES**

The Board shall provide for examination in accordance with the regulations of the Board, and maintain lists of ELIGIBLES to each class of the Service of those meeting the requirements of said regulations. Positions in the Classified Service shall be filled from such eligible lists upon requisition of the City Manager. As positions are filled, the Board shall certify the fact to the City Manager.

#### **SECTION 57. PROMOTIONS IN THE CLASSIFIED SERVICE**

The Board shall provide for promotion to all positions in the Classified Service Competitive Class. "Promotion" is defined as a move to a position, which has a range-ending step, which is higher than that of the employee's present position range.

#### **SECTION 58. PROMOTIONS TO BE BASED ON MERIT, EFFICIENCY, SENIORITY AND EXAMINATION**

All promotions, except as provided in Sections A, B, and C, shall be made on the basis of competitive examination grade and/or structured oral interview, efficiency, and seniority of the candidate for promotion. The total points earned by a candidate for promotion shall be the sum of sixty-five percent (65%) of his/her promotional examination grade and thirty percent (30%) of the average of his/her last two (2) efficiency report grades, plus one-half point for each full year of service with the department (as shown on job descriptions) in which the promotion is sought, up to a maximum of five (5) points, which could be accumulated with ten (10) years of service with said department/division.

Seventy (70%) percent shall be the minimum score for passing any promotional examination except as provided in Section A and B. In case of a tie on the exam score, and after all applicable factors have been considered, the person first employed will be ranked above the other. If a tie still exists, the earliest dated application form will receive priority.



**SECTION A. PROMOTIONS FOR SERGEANT AND LIEUTENANT WITHIN THE POLICE DEPARTMENT**

Promotions for the positions of Sergeant and Lieutenant of Police in the Police Department or such other department hereinafter authorized by the Civil Service Board shall be made on the basis of competitive examination grade, efficiency and seniority of the candidate for promotion. The total points earned by a candidate for a promotion shall be the sum of seventy percent (70%) of his/her promotional examination grade (forty percent [40%] written, thirty percent [30%] oral) and twenty-five percent (25%) of the average of his/her last two (2) efficiency report grades, plus one-half point for each full year of service with the department, up to a maximum of five (5) points, which could be accumulated with ten (10) years of service with the department.

Promotional candidates for the position of Sergeant of Police must achieve a seventy-five percent (75%) average for all written tests given during the promotional examination. The minimum passing score of seventy-five percent (75%) will apply only to the written portion of the examination. The minimum passing score for the oral portion of the promotional examination will be eighty percent (80%).

Promotional candidates for the position of Lieutenant of Police must achieve a minimum passing score of eighty percent (80%) in each phase of the promotional examination.

**SECTION B. PROMOTIONS FOR DRIVER/ENGINEER WITHIN THE FIRE DEPARTMENT**

All written exams shall be weighed on the basis of 100% being the total maximum score. Promotions for the position of Driver/Engineer in the Fire Department or such other departments hereinafter authorized by the Civil Service Board shall be made on the basis of competitive examination grade, efficiency and seniority of the candidate for promotion. The total points earned by a candidate for a promotion shall be the sum of seventy-five percent (75%) of his/her written promotional examination grade and twenty percent (20%) of the average of his/her last two (2) efficiency report grades, plus one-half point for each full year of service with the department, up to a maximum of five (5) points, which could be accumulated with ten (10) years of service with the department.

Seventy percent (70%) shall be the minimum score for passing a Driver/Engineer promotional exam.

**SECTION C. PROMOTIONS FOR EMS LIEUTENANT WITHIN THE FIRE DEPARTMENT**

All written exams and assessment center scores shall be weighed on the basis of 100% being the total maximum score. Promotions for EMS Lieutenant within the Fire Department shall be made on the basis of competitive examination grade, efficiency and the seniority of the candidate for promotion. The total points earned by a candidate for a promotion shall be the sum of seventy-five percent (75%) of his/her promotional examination grade [forty percent (40%) written examination, thirty-five percent (35%) assessment center] and twenty percent (20%) of the average of his/her last two (2) efficiency report grades, plus one-half point for each full year of service with the department, up to a maximum of five (5) points, which could be accumulated with ten (10) years of service with the department.

Promotional candidates for the position of EMS Lieutenant must achieve a minimum passing score of eighty percent (80%) on all written tests and on the assessment center portion of the examination.

#### **SECTION D. PROMOTIONS FOR CAPTAIN WITHIN THE FIRE DEPARTMENT TO BE BASED ON MERIT, EFFICIENCY, SENIORITY, EXAMINATION, AND EDUCATION**

All written exams and assessment center scores shall be weighed on the basis of 100% being the total maximum score. Promotions for Captain within the Fire Department shall be made on the basis of competitive examination grade, efficiency, education, and the seniority of the candidate for promotion. The total points earned by a candidate for a promotion shall be the sum of seventy-five percent (75%) of his/her promotional examination grade [forty percent (40%) written examination, thirty-five percent (35%) assessment center]; eighteen percent (18%) of the average of his/her last two (2) efficiency report grades; plus one-half point for each full year of service with the department, up to a maximum of five (5) points (which could be accumulated with ten (10) years of service with the department); plus a maximum of 2.0 points granted for attaining specified levels of education: Master Degree (any field) – 2.0 points; Bachelor Degree (any field) – 1.5 points; Associate Degree (Fire Protection, EMS, or Fire Emergency Management) – 1.0 point; Associate Degree (any other field) - 0.75 point; some college (without Associate Degree) or Fire Fighter Certification(Basic Fire Fighter Certification School, equivalent to 13 hours college credit; EMT Certification School, equivalent to 8 hours college credit; Paramedic Certification School, equivalent to 30 hours college credit) - .0125 point per college hour, with 0.5 point as maximum possible. All education shall be verified in writing by the appropriate educational institution and submitted by promotional candidates to the Fire Department Training Section at least 48 hours prior to the promotional written test date. Points for education will be granted based on the highest level of education attained and are not cumulative.

Promotional candidates for the position of Captain must achieve a minimum passing score of eighty percent (80%) on all written tests and on the assessment center portion of the examination.

#### **SECTION 59. CONTENT OF EXAMINATION**

In any promotional examination, candidates shall be examined either in writing, orally or by practical tests in such matters as will fairly test their knowledge of the actual duties, responsibilities and requirements of the position to be filled, and their fitness and qualification to discharge such duties and meet such requirements. If two competitors tie on their examination grade, seniority and efficiency grades, the competitor who first filed their application for employment will be placed in the higher position on the eligibility list.

#### **SECTION A. CORRECTION OF ERROR**

On formal written appeal setting out the specific reasons for the appeal, submitted by the competitor within ten (10) days after date of notice of their standing, the Board may correct any manifest error or mistake of marking or rating appearing in such paper or record, such correction in any case to be without prejudice to the status of any person previously appointed as a result of such examination. Such appeal shall be considered as opening all of the competitors' papers for review, whether resulting on a higher or lower average standing. No change in rating shall be made as the result of an appeal unless it would affect the competitors' relative position on the eligibility list. This provision shall not be held to prevent the Board from correcting at any time during the life of any eligibility list an obvious clerical error.

## **SECTION 60. PROMOTIONAL ELIGIBILITY LIST**

The Board shall provide for promotion to all positions in the Classified Service Competitive Class. Candidates for promotion must make the minimum passing grade as established by the Civil Service Board on each examination to be eligible for placement on the promotional eligibility list. A promotional eligibility list shall thus be established, with names listed in order from the highest total score to the lowest allowed total score. Promotions shall be made by the City Manager from this list. When the number of vacant positions equal or exceed the number of promotional candidates who passed any required test(s), it shall not be necessary to prepare an official eligibility list, but a record of the promotional candidate(s), examination and grade(s) shall otherwise be made and maintained.

Promotional transfers from one department to another must be made effective within and not to exceed ten working days following the posting of the eligibility list.

All promotional eligibility lists expire on the same date of the sixth month from the date of the examination.

## **SECTION 61. PROBATIONARY PERIOD**

Promotion in the Classified Service shall not be deemed complete until a probationary period has been completed. A promotional probationary period of six (6) months applies to each employee classification in the Classified Service. During the final month of an employee's promotional probationary period, the immediate supervisor shall prepare an efficiency report on a prescribed form, rating the employee's job performance and efficiency during the probationary period. After it has been reviewed with the employee and approved by the Department Head, the report (clearly marked as "Probationary") shall then be forwarded to the Director of Human Resources. In the event a promotional appointee's employment is not satisfactory, or they are found incompetent or unqualified to perform the duties of the position in which they were appointed, it shall be the duty of the Department Head to demote them to the rank they were holding at the time of appointment. Days charged to absent without leave (A/O), suspensions, sickness, injury, military leave, or emergency leaves will not be included in computing the full six (6) month probationary period.

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# **RULE XII**

## **CERTIFICATION OF PAYROLLS**

### **SECTION 62. PAYROLL CERTIFIED BY THE BOARD**

The City shall not make payment of any salary or compensation for service to any persons holding a position in the Classified Service unless the payroll or account of such salary or compensation shall show that the persons named therein have been appointed or employed and are performing service in accordance with the provisions of the Charter and of the rules established thereunder.

## **RULE XIII**

### **DISCIPLINARY ACTIONS**

#### **SECTION 63. PURPOSE**

The Civil Service Appeals Board is hereby created for the purpose of hearing and determining any charges made against any officer or employee of the City in the Classified Service.

#### **SECTION 64. POWERS**

The Civil Service Appeals Board shall have final jurisdiction to hear and decide all appeals made to it by any suspended, reduced, demoted or discharged employee in the Classified Service, and the judgement or decision of a majority of the members of the Appeals Board at a hearing shall be final. Any aggrieved employee who desires to appeal to the Appeals Board must do so promptly and within ten (10) days, not including Sundays and legal holidays, from the date that the aggrieved employee received notification of the suspension, demotion, reduction or dismissal action by giving written notice to the Civil Service Board of the appeal. The Civil Service Board shall, within twenty (20) days after receipt of such notice of appeal, fix a place and time for holding a hearing and an Appeals Board shall be convened to hear the appeal. The aggrieved employee may be represented by Counsel and shall have the right to an open hearing and to compel the attendance of witnesses to testify in behalf of the aggrieved employee. The appeal to the Appeals Board shall not suspend the execution of the order of suspension, reduction, demotion or discharge pending final decision of the Appeals Board. The Appeals Board may: (1) either sustain or reverse a termination, or reduce it to a disciplinary suspension; (2) either sustain or reverse a demotion imposed against the officer or employee or reduce it to a disciplinary suspension; and (3) either sustain, reverse, increase, or reduce a disciplinary suspension action taken against the officer or employee, as it may deem justified, appropriate and equitable in light of all the facts and circumstances of the particular case. The authority to recommend or authorize placement into any specific position, to demote or promote officers or employees, or to reduce in pay or class is reserved to the City Manager or his designated representative(s).

#### **SECTION 65. MEMBERSHIP**

The Civil Service Appeals Board shall be constituted by the Civil Service Board or any three of its members.

#### **SECTION 66. APPEALS PROCEEDINGS**

In any appeals proceeding conducted by the Board, it shall have the power to subpoena and require the attendance of witnesses and the production thereby of books and papers pertinent to the proceeding and to administer oaths to such witnesses.

#### **SECTION 67. NOTICE OF DISCIPLINARY ACTION**

When the Department Head enters an order for disciplinary action of any employee in the classified service, they shall within three (3) days file a written statement with said employee stating reasons therefore and when the action is effective, and such statement shall be given to the employee or sent by registered mail to their place of residence with a return receipt requested. The employee shall have the right of answer and appeal as provided by these rules.

## **SECTION 68. SUSPENSIONS, DEMOTIONS AND DISMISSAL ACTIONS**

All persons holding positions in the classified service, who are non-exempt employees according to the Fair Labor Standards Act (FLSA), are subject to disciplinary suspension for cause, without pay, for a period not exceeding fifteen (15) days by order of the Department Head.

Employees who are exempt under FLSA are not subject to disciplinary actions without pay for increments of less than one week, except for violations of departmental safety rules of major significance. Exempt employees are subject to disciplinary suspensions without pay in one week increments (not to exceed a total of 15 days), and/or disciplinary suspensions (reductions) of accrued vacation days of less than one week increments, by order of the Department Head. All persons holding positions in the classified services charged with the commission of a felony, a misdemeanor involving moral turpitude, or an offense against public administration, are subject to temporary suspensions for cause, with or without pay, by order of the City Manager, for a period of time not to exceed forty-five (45) days after the date of the final disposition of the specified charge. All other disciplinary actions must be for violation of items listed under GROUNDS FOR SUSPENSION, DEMOTION OR DISMISSAL.

Any person in a position under a provisional or temporary appointment and who has not completed the probationary period may be suspended, demoted and reduced in pay or class or dismissed at any time by the City Manager or other officers having authority to appoint by giving the person written notice of such action stating the reasons therefore.

Any person who has been appointed following certification from an eligibility list and who has not completed the probationary period may be suspended, demoted and reduced in pay or class or dismissed by the City Manager or other officers having the authority to appoint by giving the person written notice of such action stating the reasons therefore.

Any person who has completed the probationary period may be suspended, demoted and reduced in pay or class or dismissed by the City Manager or other officers having authority to appoint. A written notice of the suspension, demotion or dismissal, stating the reason therefore and when it is effective, shall be given to such person or sent by registered or certified mail to his place of residence.

- (a) **APPEAL OF DEMOTION OR DISMISSAL** Any employee who has been dismissed or demoted may, within ten (10) days, not including Sundays and legal holidays, after the delivery of a notice of demotion or dismissal, appeal in writing to the Appeals Board for hearing. The Appeals Board shall, within twenty (20) days after receipt of such notice of appeal, fix a place and time for holding a hearing, at which hearing the appellant shall have the right to appear and be heard in person or by counsel. The Appeals Board shall, at the request of the appellant or of the City Manager or other officer ordering the demotion or dismissal, compel other persons to attend the hearing as witnesses. All testimony shall be given under oath. The members of the Appeals Board shall have the power and authority to administer oaths and affirmations and to compel the attendance of witnesses by subpoena and other processes provided by law, and to compel the production of all pertinent records. The Appeals Board may make further investigations, which it might deem proper.

Within twenty-four (24) hours after the completion of the public hearing, or as soon thereafter as practical, the Appeals Board shall report its findings to the City Manager. In its report to the City Manager, the Appeals Board shall state whether the employee should be terminated, restored to his/her former position, temporarily suspended, or, in the case of an appeal of a demotion action only, whether the demotion is sustained. The Appeals Board may find that a termination should be sustained, reversed, or reduced to a disciplinary suspension. The Appeals Board may also find that the period of a disciplinary suspension may be sustained, reversed, increased, or reduced from the original action. The Appeals Board may sustain or reverse a demotion action or convert a demotion to a disciplinary suspension, but may not

recommend or authorize demotion or promotion, placement into any specific position, or reduction in pay or class, except to the extent of sustaining or reversing such original action initiated by the City Manager or his designated representative(s).

A copy of the written statement given to the employee against whom the action is taken, any written reply, and a copy of the findings and recommendations of the Appeals Board shall be filed as a public record in the office of the Director of Human Resources. When an employee under a demotion or dismissal order requests a hearing and is notified by the Appeals Board of a specific date, time and place for the hearing and the Appeals Board meets at the designated time and place, if the employee does not attend the hearing or notifies the Appeals Board of his inability to attend, the action which was the subject of the hearing shall become final.

- (b) APPEAL OF DISCIPLINARY SUSPENSION. Any person who has been suspended for a definite period of time, within ten (10) days, not including Sundays and legal holidays, after the delivery of such notice, may appeal in writing to the Civil Service Board for a hearing. These rules, which apply to the appeal procedures and authority to amend action, shall apply to the Civil Service Board when sitting as an appeal board except that the hearing for definite suspensions will be scheduled for the next following regular monthly Civil Service Board meeting and as an agenda item. The Board shall, within twenty (20) days after receipt of such notice of appeal, fix a place and time for holding this hearing. The Civil Service Board may not increase a disciplinary suspension in excess of fifteen (15) days.
- (c) BASIS FOR APPEAL. In order for an employee to appeal a disciplinary action to the Civil Service Appeals Board, the appeal must be in writing, include the basis for the appeal and a request for a Civil Service Appeals Board Hearing. The appeal must also contain a statement which:
- denies the truth of the charge as made; or
  - challenges the facts as stated; or
  - alleges that the recommended action does not fit the offense; or
  - a combination of any of these statements.

## **SECTION 69. GROUNDS FOR SUSPENSION, DEMOTION OR DISMISSAL**

The following are declared to be grounds for suspension, demotion or dismissal of an employee from the classified service of the City:

- (a) Conviction , probation, or deferred adjudication for a felony, a misdemeanor involving an offense against public administration (bribery, corrupt influence, perjury and other falsification, obstructing governmental operations, abuse of office), or an offense involving moral turpitude;
- (b) Violations of the provisions of the Charter of the City of Richardson;
- (c) Acts of incompetency;
- (d) Neglect of duty or loitering while on duty;
- (e) Discourtesy by said employee to the public or to fellow employees while said employee is in line of duty;

- (f) Acts or conduct, whether on or off duty, that reflect unfavorably upon the City or department for which the employee works, or which have the effect of placing the City or any particular department in disrepute;
- (g) The unlawful use, possession, distribution, dispensation, provision, sale, or manufacture of any controlled substance, dangerous drug, alcohol, inhalant, or performance altering substance (or having such illicit substances in his/her system, or the smell of such on his/her breath) while on duty, on call or standby, while wearing a City uniform, in a City vehicle, or on City owned property;
- (h) Conduct prejudicial to good order;
- (i) Failure to pay just debts, if such failure has an adverse effect on job performance;
- (j) Absence without leave;
- (k) Acts of insubordination;
- (l) Failure or refusal to carry out instructions;
- (m) Misappropriation, destruction, theft, or conversion of City property, whether on or off duty;
- (n) Acts of misconduct or dishonesty while on duty;
- (o) Willful disregard of orders or other misconduct;
- (p) Violation of any of the rules, regulations, policies, and/or procedures of the city or department, or of special orders, as applicable;
- (q) Habitual tardiness and/or absenteeism;
- (r) Has made any false statement or omission of any material fact, or practiced or attempted to practice any deception or fraud in the application for employment, physical examination, written examination or appointment;
- (s) Abuse of FMLA leave, or sick leave or malingering, or providing false or misleading information connected with FMLA leave or sick leave;
- (t) Possession while on duty, in City buildings (or any portion thereof), or in City vehicles (while on or off duty), of a handgun or any other firearm (whether or not the employee is licensed to carry such handgun or firearm), other weapons or explosives, unless legitimately required in the line of duty;
- (u) Failure or refusal to comply with the terms of any subpoena issued by the Board or Appeals Board;
- (v) Has knowingly falsified or altered any time sheets, reports or other official records of the City;
- (w) Acts or conduct of discrimination or harassment toward the members of the public or city employee(s) on the basis of age, disability, national origin, race, religion, sex, or any other legally protected classification;

- (x) Failure to promptly report any Class A or Class B misdemeanor, misdemeanor with a penalty range which includes confinement in jail, and/or felony, with which the employee has been charged, following arrest, indictment, or arraignment;
- (y) Failure to obtain and/or maintain certification(s) and/or license(s) required for the position.
- (z) Refusal to cooperate with inspection of electronic systems, work space, lockers, or materials when directed to do so by the City Manager or his designee.

## **SECTION 70. GENERAL PROVISIONS**

An employee, after completion of probation, shall be demoted or dismissed only by the Appeals Board or City Manager, except in situations of a violation of the Civil Service Rules. For such violations, finding shall be presented to the Appeals Board or City Manager and an investigation shall take place regarding the truth of specific charges against such employee. The Appeals Board may, however, find the employee guilty of a lesser offense than that charge in the written notice of demotion or dismissal and may recommend accordingly. The Appeals Board is the final authority on such rulings.

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## **RULE XIV**

### **RESIGNATION**

## **SECTION 71. RESIGNATION**

Any employee wishing to leave the service in good standing shall file with their Department Head and the Civil Service Board at least two (2) weeks before leaving a written resignation stating the date the resignation shall become effective and reason for leaving the City service. Failure to comply with the procedure will be entered on the service record of the employee and shall be considered grounds of denying them future employment with the City. Unauthorized absence from work for a period of two (2) consecutive working days shall be considered by the Department Head and the Civil Service Board as a resignation. Employees leaving the City employment twice may not be re-employed again without permission of the City Manager.

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## **RULE XV**

### **REINSTATEMENT LIST**

## **SECTION 72. DEMOTION**

In the event that any position in the classified service is vacated or abolished by the City Manager (or designee), the employee holding such position shall be demoted to the position next below the rank of the position so



vacated or abolished, only within the demoted employee's respective department; provided, that when any position or positions of equal rank may be abolished or vacated, employee or employees of that respective department with the least seniority in the said rank shall be the one or ones who are demoted. If individuals have the same seniority in the said rank, then the one with the lowest efficiency rating as determined under the rule governing efficiency ratings shall be demoted, except that when there is no position lower than that vacated or abolished, the employee shall be dismissed from the service. If the employee has never served in the next lower position and/or is not considered qualified to serve in the next lower position by the Department Head and the City Manager, the employee shall be dismissed from the service.

### **SECTION 73. LAY-OFF**

In the event positions of the lowest classifications are abolished or vacated, and it thereby becomes necessary to dismiss employees from the department, the employee with the least seniority shall be dismissed. If the individuals have the same seniority in the lowest rank, then the one with the lowest efficiency rating shall be dismissed. Those employees as are involuntarily separated from the classified service without charges having been filed against them for violation of civil service rules, shall be placed on the reinstatement list in order of their seniority. The reinstatement list shall be exhausted before appointments are made from the eligibility list. Appointments from the reinstatement list shall be in order of seniority, i.e., inverse order of lay-offs.

### **SECTION 74. TRANSFER IN LIEU OF DISMISSAL**

Every possible effort shall be made first to transfer and retain employees in the service of the City prior to dismissal under either Section 72 or Section 73 above.

### **SECTION 75. APPLICATION TO REINSTATEMENT LIST**

It shall be necessary for the employee to request to be placed on a reinstatement list; otherwise it will be presumed that they do not seek reinstatement. An employee who is transferred under Section 72 hereof may also be on the reinstatement list for their original position at the same time they are holding the position to which they were transferred.

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## **RULE XVI**

### **INCAPACITY TO WORK**

- (a) If an employee fails to or is unable to report for duty in his/her job because of the employee's physical or mental condition, or a question arises as to whether the employee has become physically or mentally incapacitated to continue in his/her job with the City, that employee may be called before the Board to show cause why such employee should not be removed from the payroll of the City. Written notification of the necessity to appear before the Board shall be given to the employee or sent by registered or certified mail to the employee's residence with a return receipt requested.

- (b) The Board shall have the power to subpoena and require attendance of witnesses and the production thereby of books, papers, and medical reports and records pertinent to the proceeding and to administer oaths to such witnesses. The Board shall also have the power to send the employee to a City designated physician, psychologist or psychiatrist (as applicable) for additional evaluation.
- (c) The failure of any employee to attend the proceedings, produce medical reports and records pertinent to the proceeding or to be evaluated and/or examined by a City designated physician, psychologist or psychiatrist (as applicable) at the request of the Board shall be grounds for removal by the Board or disciplinary action by the Department Head.
- (d) Any determination of incapacity made by the Board, which prevents continued employment in his/her job with the City shall constitute reason for removal from the payroll of the City. This shall in no way affect the rights of the employee to receive any applicable benefits under the Texas Workers' Compensation Act or the Texas Municipal Retirement System.
- (e) Prior to the exercise of this rule to remove a Civil Service employee from the payroll of the City, that employee shall have been given opportunity to apply for any posted, vacant position for which that employee is fully qualified to perform the essential functions, with or without reasonable accommodation. The authority to recommend or authorize placement into any specific position is reserved to the City Manager or his designated representative(s).

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## **RULE XVII**

### **EFFICIENCY REPORTS AND RATINGS**

#### **SECTION 76. EFFICIENCY REPORTS**

The Civil Service Board shall fix a minimum standard of conduct and efficiency for each grade in the Service, and whenever it shall appear from the reports of efficiency made to the said Board that the conduct and efficiency of any employee has fallen below this minimum, that employee may be called before the Board to show cause why such employee should not be removed, terminating his/her employment with the City. During the final month of an employee's probationary period (new appointments and/or promotions only), the immediate supervisor shall prepare an efficiency report on a prescribed form, rating the employee's job performance and efficiency during the probationary period. The report shall be submitted to the appropriate Department Head for review, comments, and signature. The probationary efficiency report shall be signed and dated by the employee, following a personal review with his/her supervisor. The report (clearly marked as "Probationary") shall then be forwarded to the Director of Human Resources.

- (a) On March 1st and September 1st of each year, the immediate supervisor shall prepare an efficiency report on employees on a prescribed form rating thereon the employee's manner of job performance during the period covered by the report. The report shall be submitted to the appropriate Department Head for review, comments, and signature. The report shall be signed and dated by the employee, following a personal review with his/her supervisor. The report will then be forwarded to the Director of Human Resources. Efficiency Reports of supervisors shall reflect their overall job performance, including supervision and evaluation of the performance of their subordinates.

- (b) Minimum standard of efficiency for all grades in the classified service shall be 70%. The highest achievable standard of efficiency shall be 100%. If an employee's efficiency report is below 70%, the City Manager's designated representative(s) may demote the employee into a posted, vacant lower position within the same department, which the employee has served in previously, and for which the employee is fully qualified to perform the essential functions, with or without reasonable accommodation. The Civil Service Board shall have final jurisdiction to hear and decide all appeals made to it by any demoted employee in the Classified Service, and the judgement or decision of a majority of the members of the Appeals Board at a hearing shall be final. If such demotion is deemed not appropriate by the Department Head; or if no such lower position in that department is posted and vacant; or if the employee lacks the necessary qualifications, the employee shall be called before the Board to show cause why he/she should not be removed. If upon hearing, no reason is shown satisfactory to the Board; he/she shall be removed, terminating his/her employment with the City. NOTE: This subsection does not apply to probationary employees (new and promotional probation).
- (c) All Department Heads and their administrative subordinates having employees subject to these rules shall make reports to the Board on the efficiency of said employees on the form or forms prescribed for such purposes only when requested to do so by the Board, except that a Department Head may submit an efficiency report to the Board on an employee he/she wishes to dismiss because of inefficiency.

The Board shall review the efficiency ratings of the various employees of the departments as determined by the reports submitted by the Department Heads and shall keep a record of such rating. Efficiency reports on all Civil Service employees will be submitted no later than March 31st and September 30th of each year to the Director of Human Resources, unless a special or probationary efficiency report has been submitted within one (1) month prior thereto.

Department Heads shall submit a special efficiency report to the Director of Human Resources, with their recommendations, when an employee has completed his/her probationary period, or when any employee's performance of duty is of such a nature as to warrant action by the City Manager.

- (d) In determining the efficiency rating, the Board shall take into consideration those pertinent factors determined by the Department Head.

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## **RULE XVIII**

### **VACATIONS**

#### **SECTION 77. VACATION LEAVE**

Only employees in regular full-time positions in the service will be eligible for vacation leave benefits. All vacation leave will be exclusive of official holidays.

- (a) Monthly accrual is effective January 1, 1994 for all Civil Service employees. Vacation leave will be earned at the following rates on or after January 1, 1994. (Exception: Employees hired prior to January 1, 1994 will be "grandfathered" to earn vacation for their first year at the rate quoted when hired.)

SERVICE OF	ACCRUAL RATE
0 – 6 Months	None
7 – 12 Months	6 2/3 hours per month (40 work hours by end of 1 yr)
13 months – 14 years	10 hours per month (120 work hours per year)
14th service anniversary (begins the 15th year of service) and forward	13 1/3 hours per month (160 work hours per year)

As of January 1, 1994, a maximum of 160 hours (20 days) of vacation will be allowed to accrue at any time for each employee. Any exception to this limitation must have prior approval from both the appropriate Department Head and the City Manager.

Department Heads will develop vacation schedules for their departments, which will make it unnecessary to employ extra personnel, and which will not disrupt the normal operations of department or the City.

- (b) Upon termination or retirement, employees will receive compensation for earned but unused vacation leave at the following rates, effective January 1, 1994:

CONTINUOUS SERVICE OF	MAXIMUM OF
2 - 4 years	80 hours
5 - 14 years	120 hours
15 or more years	160 hours

Vacation termination pay shall not be paid to an employee who has less than two years of continuous service.

Vacation leave may not be taken beyond a termination or retirement date.

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## **RULE XIX**

### **SICK LEAVE**

#### **SECTION 78. SICK LEAVE**

- (a) ACCUMULATION, VERIFICATION AND REPORTING OF SICK LEAVE. All regular full-time City employees shall accumulate one and one-fourth (1 1/4) days of sick leave for each full calendar month served so as to total fifteen (15) working days of sick leave in one year. Sick leave may be accumulated from year to year. Prior to October 1, 1992, a maximum of one hundred and twenty (120) working days of sick leave may be accrued. Effective October 1, 1992, there is no limit on total accrual of sick leave days. Employees who are absent from work because of illness must report their intended absenteeism to the appropriate supervisor/manager in accordance with departmental rules. If absenteeism is reported to the appropriate supervisor/manager within one (1) hour of the employee's designated reporting time on the day of absence, such absence shall be charged against the employee's accrued paid sick leave. Following any absence due to sickness, sufficient medical evidence that the employee was actually ill may be requested by the appropriate supervisor/manager when it is deemed necessary. The employee shall be charged with absence without pay if: absence is reported later than one (1) hour after the designated reporting time on the day of absence; if the employee has no accrued paid sick leave; and/or if required evidence of actual illness is not presented when requested. A break in service permanently cancels all sick leaves accrued. In the event of rehire, employee's sick leave shall be computed from rehire date. Absences charged to sick leave shall be made on the basis of five days per week, without regard to the total hours of an employee's work week. If an employee is sick (not at work) on the day a holiday occurs, the employee will not be paid extra for that day. Sick leave for an employee may only be used for his or her own personal illness. A maximum of ten (10) sick leave days per calendar year may also be used for the illness of a family member of the employee's immediate household and/or for the illness of the child of an employee who is a non-custodial parent, while in the employee's care. Any request for use of additional sick leave for the illness of a family member of the employee's immediate household may be granted only with the approval of the City Manager's designated representative. "Family member of the immediate household" is defined as: wife, husband, daughter, son, parents, grandparents, grandchildren, brother, or sister who lives in the same house as the employee.
- (b) ABUSE OF SICK LEAVE. Frequent claiming of benefits under this rule will constitute grounds for the assumption that the physical condition of the employee is below the standard necessary for the proper performance of their duties. Evidence of malingering, or the abuse of this benefit, will constitute grounds for dismissal or other disciplinary action.
- (c) EXCEPTION TO SICK LEAVE BENEFITS. Employees working under the following conditions will not be eligible for sick leave benefits:
- (1) Employees classified as temporary or part-time employees.
  - (2) An employee while in the first six months of their employment. Upon completion of six months service, an employee will automatically be credited with the number of sick leave days computed from the date of employment.

- (d) TERMINATION PAY FOR ACCRUED SICK LEAVE. Upon termination or retirement, employees with twelve (12) months continuous service will receive compensation for accumulated but unused sick leave equivalent to a maximum of twenty-two (22) working days. Effective January 1, 2000, upon retirement from the City, employees will receive compensation for accumulated but unused sick leave equivalent to a maximum of ninety (90) working days. ("Retirement from the City" is defined as applying for retirement with the Texas Municipal Retirement System upon termination of employment with the City.) The estate of an employee who dies while in active employee status will receive compensation for the deceased employee's accumulated but unused sick leave, for a maximum of ninety (90) working days. No sick leave termination pay shall be payable to any employee with less than twelve (12) months continuous service.

Sick leave may not be taken beyond a retirement or termination date.

## **RULE XX**

### **OTHER LEAVE OF ABSENCES**

#### **SECTION 79. OFFICIAL HOLIDAYS, OFFICIAL LEAVES, AND JURY LEAVES**

- (a) The following days will be observed as legal holidays for all City employees: New Year's Day - January 1; Memorial Day - last Monday in May; Independence Day - July 4; Labor Day - first Monday in September; Thanksgiving Day - fourth Thursday in November; Day after Thanksgiving Day - fourth Friday in November; Christmas - December 25. If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If a holiday falls on a Sunday, the following Monday is considered a holiday. Employees must not be absent without leave (AO) on the work day immediately prior to or after an official holiday to be eligible for the paid holiday, except in cases of suspensions.

At the discretion of the City Manager, a floating holiday may be designated. Other holidays may be observed from time to time and all of those listed herein may not be observed by all departments at the same time. Because of the nature of operations of some of the departments it is not considered feasible to establish a definite rule on compensating employees who work on holidays. Accordingly, Department Heads will provide for one of the following:

- (1) Compensatory time off.
  - (2) Payment at the rate of time and one-half.
  - (3) Readjustment of work schedule.
- (b) Attendance of regular full-time employees at conventions, conferences, short training courses and meetings of like nature, or to serve on jury duty only when approved by the City Manager in advance, shall be considered leaves of absence with pay.

## **SECTION 79A. FAMILY AND MEDICAL LEAVES**

- (a) A full time employee within the classified service who has been employed by the City continuously for at least 12 months shall be entitled to a total of 12 work weeks of unpaid leave during a calendar year for any of the following reasons:
- (1) birth of a child of the employee, in order to care for such child;
  - (2) placement of a child with the employee for adoption or foster care;
  - (3) to care for the spouse, child, or parent of the employee, if the spouse, child, or parent has a serious health condition;
  - (4) the employee has a serious health condition that makes the employee unable to perform the essential functions of his/her position.

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition (including those resulting from on-job injury) that involves inpatient care in a hospital, hospice, or residential care facility; or continuing treatment by a health care provider.

The term "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person acting in place of a parent (with all of the parental responsibilities), who is under 18 years of age, or who is 18 years of age and older and incapable of self-care because of a mental or physical disability.

The term "parent" means a biological parent or a person who acted in place of a parent when the employee was a child (as child is defined above).

- (b) Entitlement to leave for the birth or placement (for adoption or foster care) of a child shall expire at the end of the 12 month period beginning on the date of such birth or placement.
- (c) Leave shall not be taken by an employee on an intermittent basis unless it has been determined to be medically necessary. If leave is deemed medically necessary, the employee may be required by the City Manager (or designee) to transfer temporarily to an available alternative position for which the employee is qualified, with equivalent pay and benefits, to avoid disruption of City operations.
- (d) In any case in which a husband and wife are both employed by the City, and are entitled to family and medical leave under subsections (a) 1, (a) 2, or to care for a sick parent (only a parent) under (a) 3, such leave will be limited to a total of 12 work weeks in any 12 month period e.g. 12 work weeks for both, NOT 12 work weeks each.(This limitation to 12 weeks for both City employees does not apply when family and medical leave is taken to care for a sick spouse or child.)
- (e) The employee must substitute any accrued paid vacation leave, or sick leave when appropriate, for a part of the 12 work week period of unpaid family and medical leave. (This does not apply when an employee is on paid workers' compensation leave which is also eligible for, and coded as, family and medical leave). When paid vacation and/or sick leave is substituted, the procedural requirements for taking that kind of leave will be imposed until it is exhausted. (Appropriate uses of accrued paid sick leave are described under the heading ACCUMULATION, VERIFICATION AND REPORTING OF SICK LEAVE in Civil Service Rule XIX.)

- (f) In any case where the need for family and medical leave is foreseeable, the employee shall provide written or verbal notice to his/her supervisor with not less than 30 days' notice before the leave is to begin. If birth or placement of a child requires leave to begin in less than 30 days, the employee shall provide the maximum amount of notice possible.

In any event in which the necessity for leave under (a) 3 or (a) 4 is foreseeable based on planned medical treatment, the employee shall make a reasonable effort not to disrupt unduly the operations of the City, and shall provide a written or verbal request to his/her supervisor with not less than 30 days' notice. If medical treatment requires leave to begin in less than 30 days, the employee shall provide the maximum amount of notice possible.

- (g) The City Manager or Department Head may require that a request for leave under subsection (a) 3 or (a) 4 be supported by certification from the appropriate health care provider. The City may require second and third opinions, at the expense of the City, if there is reason to doubt the validity of the certification. Subsequent recertifications and status reports may be required by the City Manager or Department Head on a reasonable basis. Certification from the health care provider may also be required when the employee is able to return to work following a leave under subsection (a) 4.
- (h) An eligible employee who takes family and medical leave for the purposes intended shall, on return from such leave, be restored to the position held when the leave began OR to an equivalent position, with equivalent pay, benefits, and conditions of employment.  
EXCEPTION: Full time salaried employees who are among the highest paid 10 percent of the City's employees may be denied restoration to the position from which leave is granted, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the City, and such employee is notified of the intent to deny restoration at the time the City determines such injury would occur.

The department shall designate leave (paid or unpaid) as family and medical leave when an employee requests it for an eligible reason under the Family and Medical Leave Act. The department must notify the employee of such designation and that any substituted paid leave is designated (and will be counted) as family and medical leave, orally or in writing. If notice to an employee is verbal, it must be confirmed in writing within two business days.

Leave may not be designated as family and medical leave after the employee has returned to work, with two exceptions:

- (1) If the employee was absent for a family and medical leave eligible reason and that was unknown until the employee's return, and the retroactive designation is made within two business days of the return with written notice to the employee;
- (2) Where the reason for leave is known, but required certifications are still being obtained, the leave may be preliminarily designated as family and medical leave. Upon receipt of the required information, the designation will be finalized, if appropriate.

## **SECTION 80. BEREAVEMENT LEAVES**

In case of death in the immediate family, the Department Head may grant as much as five (5) days of emergency leave per occurrence. Immediate family shall include parents, step-parents, current mothers/fathers-in-law, grandparents/grandparents-in-law, sisters, brothers, husband, wife, sons, daughters, step-children, step-brothers/sisters, brothers/sisters-in-law, and grandchildren.



## **SECTION 81. MILITARY LEAVES**

- (a) A person who is or applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service shall not be denied employment, reemployment, retention, promotion, or any benefit of employment on the basis of that membership, application, performance, or obligation; provided that the person:
- 1) Has given advance notice to that person's supervisor, unless providing such advance notice is precluded due to military necessity, impossibility, or unreasonableness;
  - 2) Does not incur a cumulative length of absence of more than five (5) years; and,
  - 3) Reports to work or submits an application for reemployment as provided for hereinafter.
- (b) A person's entitlement to the benefits of this Section terminates upon the occurrence of a separation from the uniformed service with a dishonorable or bad conduct discharge, or under other than honorable conditions.
- (c) Employees who are absent from an employment position by reason of service in the uniformed services will be paid regular pay for a period not to exceed fifteen (15) working days per year. However, as a condition to the receipt thereof, a copy of that person's duty orders or other documentation satisfactory to the City must be presented showing the dates of such service.
- (d) After a period of service in the uniformed services, an employee must notify the City of his/her intent to return by reporting to work or applying for reemployment as follows:
- If the absence from employment due to the service is less than 31 days, the employee must report back to work immediately on the next work day following the employee's return home, after allowing for an eight hour period following the return home, or as soon as possible thereafter if reporting to work within this time is impossible or unreasonable through no fault of the employee.
- If the absence from employment due to the service is more than 30 days, the employee must submit an application for reemployment within 14 days from the completion of the period of service if the period of service was less than 181 days, or within 90 days if the period of service was more than 180 days. For purposes of the foregoing, periods of hospitalization or convalescence (not to exceed 2 years) for illness or injury incurred or aggravated during the service shall be included in determining the period of service.
- A failure to report to work or apply for reemployment as provided hereinabove shall be grounds for suspension, demotion or dismissal.
- (e) Upon return to work following a period of service in the uniformed services, the employee shall be reemployed as follows:

The employee shall be reemployed promptly either:

- 1) In the position of employment in which he/she would have been employed if the period of employment with the City had not been interrupted by such service, if the employee is qualified to perform those duties, or;
- 2) In the position held when uniformed service commenced, only if the person is not qualified to perform the duties of the position described in subsection 1) after reasonable efforts by the City to qualify the person.

If the period of service is more than 90 days, the employee may be reemployed in a position of like seniority, status and pay if the employee is qualified to perform the duties of that position with or without reasonable efforts by the City to qualify the person.

If the employee has a disability incurred in, or aggravated during, such service, the department shall make reasonable efforts to accommodate the disability, and the person shall be reemployed in a position which is equivalent to or the nearest approximation in seniority, status and pay, the duties of which the employee is qualified to perform after reasonable efforts by the City.

If, after a period of service, the person is not and cannot become qualified to be employed in any of the foregoing positions after reasonable efforts by the City, he/she will be placed in any other position of lesser status and pay which he/she is qualified to perform, with full seniority.

- (f) If the employee must submit an application for reemployment as required hereinabove, the employee shall provide the City with documentation to establish the dates of the commencement and termination of service in the uniformed services and that the employee has not been discharged under other than honorable conditions. The failure to provide such documentation shall not be a basis for denying reemployment if the failure occurs because the documentation does not exist or is not readily available at the time of the application. If not, the employee shall furnish the documentation as soon as possible.
  - (g) In this Section, the term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in the United States Armed Forces, the Army National Guard and the Air National Guard, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of absence from employment for the purpose of an examination to determine fitness to perform such duty.
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## **RULE XXI**

### **WORK HOURS**

#### **SECTION 82. WORK HOURS**

Department Heads will establish work hours for all employees based on approval of the City Manager and in accordance with the Charter. All employees in the City service will work beyond stipulated hours whenever the City Manager determines that necessity demands additional service of an occasional and/or emergency nature.

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## **RULE XXII**

### **LONGEVITY**

#### **SECTION 83. LONGEVITY**

- (a) After the end of their first year of service all members of the classified service will be eligible to thereafter earn longevity pay in addition to all other compensation paid for their services. Longevity pay shall be earned by all eligible members of the classified service in an amount equal to four dollars (\$4.00) per month for each full year of service up to and including a maximum of twenty-five (25) years of service. (Example: At the end of the thirteenth (13th) month of service, the first longevity pay of \$4.00 per month will have been earned based on the first full year of service just completed.)
  - (b) Longevity pay shall be payable during the months of November or December each year to the members of the classified service entitled thereto; except, however, earned longevity pay shall be payable together with other termination pay upon termination of employment of a member of the classified service.
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## **RULE XXIII**

### **RETIREMENT**

#### **SECTION 84. RETIREMENT**

The City Council of Richardson adopted the Texas Municipal Retirement System for all eligible employees of the City by Ordinance, as noted in the City's Administrative Code. All eligible members of the classified service are and shall be covered by and subject to the provisions of the Texas Municipal Retirement System.

Employment with the City of Richardson is terminated on the effective date of an active employee's TMRS retirement.

Under circumstances where a reduction of forces of employees is necessitated, the City Manager may implement an early exit retirement incentive program to authorize the payment of an amount equivalent to an employee's accrued but unused sick leave in excess of ninety (90) days to employees who are eligible to participate in such early exit retirement incentive program.

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## **RULE XXIV**

### **RECORDS AND REPORTS**

#### **SECTION 84. RECORDS**

All records are subject to the provisions of the Texas Public Information Act.

#### **SECTION 85. REPORTS BY THE BOARD**

The Board may investigate and report to the City Manager of the City concerning the administrative needs of the service, the personnel, positions in the service, the examinations held by the Board, the appointments made, service ratings and removals in the classified service, the operation of the rules of the Board, recommendations for promoting efficiency and economy in the service, and any other matters deemed appropriate by the Board.

## **RULE XXV**

### **RESTRICTIONS REGARDING OUTSIDE COMPENSATION FOR SERVICES**

#### **SECTION 86. RESTRICTION REGARDING OUTSIDE COMPENSATION FOR SERVICES**

No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by employees for the performance of their official duties. If a reward, gift, or other form of remuneration is made available to any employee, it shall be credited to a designated employee fund with the approval of the City Manager.

## **RULE XXVI**

### **AMENDMENTS**

#### **SECTION 88A. EXCEPTIONS**

When requested by the City Manager, Department Head or Director of Human Resources, an exception to these rules may be reviewed as an item of business during the monthly meeting. If the requested exception is deemed appropriate and approved by the majority of the members present, the exception may be granted.

#### **SECTION 88B. AMENDMENTS**

Any changes or amendments to these rules and procedures may be proposed and tentatively adopted by the Board at any regular or special meeting of the Board; however, no change or amendment shall become a permanent part of these rules and procedures until it has been approved by the City Council. Within ten (10) days after a change or amendment is tentatively adopted by the Board, the Board shall submit it to the City Council for its consideration and final approval.

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## **RULE XXVII**

### **SAVING CLAUSE**

#### **SECTION 89. SAVING CLAUSE**

The provisions of these rules are declared to be severable, and if any rule, section, sentence, clause, phrase or word of these rules shall for any reason be held to be invalid or unconstitutional such decision shall not affect the validity of the remaining rules, section, sentences, clauses, phrases and words of these rules, but they shall remain in effect, it being the intent that these rules shall stand notwithstanding the invalidity of any part.

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# **CIVIL SERVICE RULES AND REGULATIONS**

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